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COMDTINST 1500.24A

COMMANDANT INSTRUCTION 1500.24A

SUBJ: COAST GUARD TUITION ASSISTANCE (TA) PROGRAM

1. <u>PURPOSE</u>. This Instruction establishes a uniform policy for payment of Tuition Assistance (TA) for the CG workforce for off-duty education programs.

2. <u>ACTION</u>. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and chiefs of special staff offices at Headquarters shall ensure compliance with this Instruction.

3. <u>DIRECTIVES AFFECTED</u>. Coast Guard Tuition Assistance (TA) Program, COMDTINST 1500.24 is cancelled. This Instruction has been completely revised.

4. <u>DISCUSSION</u>.

   a. The TA program is designed to assist eligible personnel in their professional development by providing funding for off-duty education courses to broaden their academic or technical background.   Use of tuition assistance is not intended to meet unit specific operational training requirements.

   b. The management of the TA program was centralized at the CG Institute in December 1997 through a consolidated tuition assistance processing system managed by the U. S. Navy.

   c. The applicant prepares Application for Coast Guard Tuition Assistance (CG-4147) for payment of TA. The Education Services Officer (ESO) will certify application. The application is then submitted to the CG Institute for approval and input into a computer database system. A TA Authorization form (CGI Form 1560) is generated and issued to applicant. The applicant submits the TA Authorization form to the academic institution during registration, and the institution submits required invoices for payment.

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A	2	2	2		2	2	1		1	1		1	1	1	1	1	1		1		2					
B		5	10	1	1	1	1	5	1	2	1	5	1	5	1	1	1	5	1	1	5	1	1	1	1	1
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SUBJ: COAST GUARD TUITION ASSISTANCE (TA) PROGRAM

   d. The Naval Education and Training Professional Development and Technology Center (NETPDTC) manages the computer database, posting of grades, and payment to the academic institutions. A flow chart of the TA process is posted on the CG Institute website at: *http://www.uscg.mil/hq/cgi/tuition/ta.html.*

5. ACCREDITATION AND SCHOOL SELECTION.

   a. Accreditation is a non-government process that gives public recognition to institutions that meet certain published standards of academic and administrative quality.

   b. Accreditation helps assure the public about the quality of the institution. Accrediting agencies are recognized by the U.S. Department of Education to accredit on-campus and distance learning programs found at the high school, associate, baccalaureate, masters and doctorate level. ***When selecting an academic institution, ensure it has undergone accreditation by referring to institutions recognized in the United States by either the National or Regional accrediting bodies.* *If an institution is not accredited by one of these bodies, the course is not eligible for TA.*** To confirm accreditation of a college, Education Services Officers (ESO's) are strongly encouraged to contact either the Registrar or Dean of admissions at the institution. The U.S. Department of Education's web site on accreditation is: http://www.ed.gov/admins/finaid/accred/index.html.

   c. Courses must be accredited and may be taken in resident at a local college, university, or via distance learning education.

   d. A good source to locate accredited distance education courses is *The DANTES Catalog of Nationally Accredited Distance Learning Programs, or The DANTES Independent Study Catalog.*

   e. Vocational/technical courses must be accredited, and the institution must be nationally accredited.

   f. The school that the member enrolls with must be the same school that awards the course final grade and invoices to NETPDTC for payment of the government share of tuition assistance.

   g. A list of schools used most frequently is available to command ESOs and applicants. It is posted on CG Institute web site at: *http://www.uscg.mil/hq/cgi/tuition/ta.html*.

6. RESPONSIBILITIES.

   a. Office of Training and Performance Consulting (G-WTT) shall:

     (1) Serve as Program Manager for the CG TA Program.

     (2) Provide uniform policy regarding the CG TA Program.

     (3) Allocate funding and resources to administer the CG TA Program.

     (4) Annually, provide ALCOAST establishing TA limits for:

       (a) Maximum TA payable per individual per FY year.

       (b) Maximum TA payable per Semester Hour for each course taken.

       (c) Maximum TA payable per Quarter Hour for each course taken.

SUBJ: COAST GUARD TUITION ASSISTANCE (TA) PROGRAM

      (d) Maximum TA payable per Clock Hour for each course taken.

    (5) With the assistance of CG Institute, establish and maintain Memorandum of Agreement (MOA) with NETPDTC to identify support needed by the U. S. Navy to administer the CG TA Program.

  b. <u>Coast Guard Institute shall</u>:

    (1) Administer the Coast Guard TA Program.

    (2) Enforce TA policies set forth by TA Program Manager.

    (3) Assist TA Program Manager with establishing and maintaining a MOA with NETPDTC by identifying support needed to administer the Coast Guard TA Program using the Navy's College Management Information System (NCMIS).

    (4) Provide the following on the CG Institute website *http://www.uscg.mil/hq/cgi/tuition/ta.html.*

      (a) Eligibility/Limitation requirements of TA.

      (b) TA Caps.

      (c) On-line TA application.

      (d) Procedures on how to properly submit:

        1. TA applications.

        2. TA Authorization form to institution.

        3. Final grades to CG Institute or NETPDTC.

        4. Cancellation/withdraw of TA authorized courses.

        5. Changes to course information already approved for TA.

        6. Waivers.

        7. Resolutions of TA indebtedness.

        8. Extensions to course completion dates.

        9. TA Top-up.

    (5) Approve TA applications, input them into NCMIS, and issue TA Authorization forms.

    (6) Approve all waiver requests pertaining to eligibility/limitation requirements, TA indebtedness (i.e., waiver of indebtedness due to operational commitments, emergencies, medical, and PCS transfer), and TA applications that are not submitted timely.

    (7) Provide statistical TA usage reports monthly to TA Program Manager.

    (8) Maintain TA applications on file for two years.

  c. <u>NETPDTC</u>: As outlined in the MOA, NETPDTC shall provide the support needed for CG to effectively administer its TA Program.

  d. <u>ESO shall</u>:

    (1) Familiarize members of the CG TA Program.

SUBJ: COAST GUARD TUITION ASSISTANCE (TA) PROGRAM

(2) Provide assistance to members on how to properly submit TA applications in accordance with procedures outlined on the CG Institute Website *http://www.uscg.mil/hq/cgi/tuition/ta.html*.

(3) Analyze all TA applications submitted by the member to ensure TA eligibility requirements are met. Then certify the applications by filling out the Command Certification block of the TA application and then faxing to CG Institute.

(4) Be responsible for interfacing with the academic institution and CG Institute on TA issues for the member.

(5) Maintain TA applications and TA authorizations on file for two years.

7. <u>FORMS AVAILABILITY</u>. Application for Coast Guard Tuition Assistance, CG-4147, is available at CG Institute TA web page: *http://www.uscg.mil/hq/cgi/tuition/ta.html* . Member should contact their ESO if unable to access TA application on the standard workstation. ESO will then take action to assist member in preparation of TA application for submission to CG Institute.